

# SECTION 11

## CHECKLISTS

### INTRODUCTION

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This section of the manual contains checklists for the various rulemaking packages you will prepare under the Arizona Administrative Procedure Act. Photocopy these checklists and use them each time you prepare a rulemaking package.

This section also contains a checklist for other documents you may submit to the Secretary of State's Office for publication in the Register. Because all of the documents other than rulemaking packages are handled the same way in the Office, only one checklist is outlined here. Use this generic checklist for every document except a rule-making document.



# CHECKLIST

## Proposed Rulemaking

*Use this checklist when preparing a proposed rules package for submission to the Secretary of State's Office.*

- \_\_\_\_\_ Is the first page of your package headed "NOTICE OF PROPOSED RULEMAKING" all in capital letters, centered on the line approximately 1 inch from the top of the page?
- \_\_\_\_\_ Does the Title in which these rules appear in the *Code* appear one double-space below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- \_\_\_\_\_ Does the Chapter in which these rules appear in the *Code* appear one double-space below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- \_\_\_\_\_ Does the word PREAMBLE appear one double-space below the Chapter, all in capital letters and centered on the line?
- \_\_\_\_\_ Does question #1 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns?
  - \_\_\_\_\_ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing?
    - \_\_\_\_\_ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
    - \_\_\_\_\_ Are the Sections on which rulemaking action is occurring listed in numerical order?
      - \_\_\_\_\_ Does each Section listed have only one rulemaking action in the second column?
      - \_\_\_\_\_ If more than one action is occurring on a Section, is the Section listed separately for each action?
      - \_\_\_\_\_ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- \_\_\_\_\_ Are questions #1 thru #11 listed in the correct order, with the correct language as specified in A.A.C. R1-1-502(B)?
- \_\_\_\_\_ Have you answered all the questions?
- \_\_\_\_\_ Does the text begin on the page following the last page of the Notice?
- \_\_\_\_\_ Does the text begin with a table of contents showing the Subchapters (if applicable), the Articles, the Parts (if applicable), and the Sections contained in this rulemaking?
  - \_\_\_\_\_ Are there Sections or Articles (or Subchapters or Parts, if applicable) listed on which no rulemaking action is occurring? Delete them.
  - \_\_\_\_\_ Do the appropriate Subchapters, Articles, and Parts appear in their proper location in the text?
  - \_\_\_\_\_ If you are amending language, does the language to be repealed have strike-outs and does the language being proposed for adoption have underlining?
  - \_\_\_\_\_ If you are repealing entire Sections with no other action, does your text have strike-outs? If so, you may delete the strike-outs because they are not necessary when repealing is the only action.

- \_\_\_\_\_ If you are proposing new Sections with no other action, does your text have underlining? If so, you may delete the underlining because it is not necessary when you are only proposing entire new Sections.
- \_\_\_\_\_ If you are amending only a portion of a word, have you used strike-outs for the entire word and placed the new word beside the old and used underlining for the new word? Do not strike-out or underline partial words.
- \_\_\_\_\_ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- \_\_\_\_\_ Have you made one original and four copies of the package?
- \_\_\_\_\_ Are all pages of the original and all four copies printed on only one side of the page?
- \_\_\_\_\_ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to each of the four copies of the rulemaking package?
- \_\_\_\_\_ Do you have two copies of the agency receipt?
- \_\_\_\_\_ Have you double-checked the dates for any hearings and oral proceedings so that you schedule them at least 30 days after publication of this Notice in the Register?
- \_\_\_\_\_ Have you included a computer disk?
  - \_\_\_\_\_ Have you attached a label to the disk?
  - \_\_\_\_\_ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- \_\_\_\_\_ Have you compiled your original and each copy as follows?
  - Agency certificate
  - Notice (including preamble)
  - Text of rules
  - Any other information to be filed with this proposed rulemaking package.

# CHECKLIST

## Supplemental Proposed Rulemaking

*Use this checklist when preparing a supplemental proposed rules package for submission to the Secretary of State's Office.*

- \_\_\_\_\_ Is the first page of your package headed "NOTICE OF SUPPLEMENTAL PROPOSED RULEMAKING" all in capital letters, centered on the line approximately 1 inch from the top of the page?
- \_\_\_\_\_ Does the Title in which these rules appear in the *Code* appear one double-space below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- \_\_\_\_\_ Does the Chapter in which these rules appear in the *Code* appear one double-space below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- \_\_\_\_\_ Does the word PREAMBLE appear one double-space below the Chapter, all in capital letters and centered on the line?
- \_\_\_\_\_ Does question #1 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns?
  - \_\_\_\_\_ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing because of this supplemental rulemaking? (If they changed with your Notice of Proposed Rulemaking but not with this supplemental proposed rulemaking, do not include them here.)
    - \_\_\_\_\_ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing? (If they changed with your Notice of Proposed Rulemaking but not with this supplemental proposed rulemaking, do not include them here.)
    - \_\_\_\_\_ Are the Sections on which rulemaking action is occurring listed in numerical order? (If there were Sections you proposed with your Notice of Proposed Rulemaking but you are not changing in this supplemental proposed rulemaking, do not include them here.)
      - \_\_\_\_\_ Does each Section listed have only one rulemaking action in the second column?
      - \_\_\_\_\_ If more than one action is occurring on a Section, is the Section listed separately for each action?
      - \_\_\_\_\_ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- \_\_\_\_\_ Are questions #1 thru #13 listed in the correct order, with the correct language as specified in A.A.C. R1-1-507(B)?
- \_\_\_\_\_ Have you answered all the questions?
- \_\_\_\_\_ Does the text begin on the page following the last page of the Notice?
- \_\_\_\_\_ Does the text begin with a table of contents showing the Subchapters (if applicable), the Articles, the Parts (if applicable), and the Sections contained only in this supplemental rulemaking?
  - \_\_\_\_\_ Are there Sections or Articles (or Subchapters or Parts, if applicable) listed on which no rulemaking action is occurring in this supplemental rulemaking? Delete them.

- \_\_\_\_\_ Do the appropriate Subchapters, Articles, and Parts appear in their proper location in the text?
- \_\_\_\_\_ If you are amending language, does the language to be repealed have strike-outs and does the language being proposed for adoption have underlining?
- \_\_\_\_\_ If you are repealing entire Sections with no other action, does your text have strike-outs? If so, you may delete the strike-outs because they are not necessary when repealing is the only action.
- \_\_\_\_\_ If you are proposing new Sections with no other action, does your text have underlining? If so, you may delete the underlining because it is not necessary when you are only proposing entire new Sections.
- \_\_\_\_\_ If you are amending only a portion of a word, have you used strike-outs for the entire word and placed the new word beside the old and used underlining for the new word? Do not strike-out or underline partial words.
- \_\_\_\_\_ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- \_\_\_\_\_ Have you made one original and four copies of the package?
- \_\_\_\_\_ Are all pages of the original and all four copies printed on only one side of the page?
- \_\_\_\_\_ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to each of the four copies of the rulemaking package?
- \_\_\_\_\_ Do you have two copies of the agency receipt?
- \_\_\_\_\_ Have you double-checked the dates for any hearings and oral proceedings so that you schedule them at least 30 days after publication of this Notice in the Register?
- \_\_\_\_\_ Have you included a computer disk?
  - \_\_\_\_\_ Have you attached a label to the disk?
  - \_\_\_\_\_ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- \_\_\_\_\_ Have you compiled your original and each copy as follows?
  - Agency certificate
  - Notice (including preamble)
  - Text of rules
  - Any other information to be filed with this supplemental proposed rulemaking package.

# CHECKLIST

## Termination of Proposed Rulemaking

*Use this checklist when preparing a termination of a proposed rulemaking package for submission to the Secretary of State's Office.*

- \_\_\_\_\_ Is the first page of your package headed "NOTICE OF TERMINATION OF RULEMAKING" all in capital letters, centered on the line approximately 1 inch from the top of the page?
- \_\_\_\_\_ Does the Title in which these rules appear in the *Code* appear one double-space below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- \_\_\_\_\_ Does the Chapter in which these rules appear in the *Code* appear one double-space below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- \_\_\_\_\_ Does question #1 list the Register citation and the date of publication of the Notice of Proposed Rulemaking?
- \_\_\_\_\_ Does question #2 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns? (The rulemaking action shall be that listed on the Notice of Proposed Rulemaking.)
  - \_\_\_\_\_ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing?
    - \_\_\_\_\_ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
    - \_\_\_\_\_ Are the Sections on which rulemaking action is occurring listed in numerical order?
      - \_\_\_\_\_ Does each Section listed have only one rulemaking action in the second column?
      - \_\_\_\_\_ If more than one action is occurring on a Section, is the Section listed separately for each action?
      - \_\_\_\_\_ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- \_\_\_\_\_ Have you made one original and four copies of the Notice of Termination?
- \_\_\_\_\_ Have you made five copies of the original proposed rulemaking package?
- \_\_\_\_\_ Have you attached the original Notice of Termination and each copy of the Notice of Termination to a copy of the original proposed rulemaking package?
- \_\_\_\_\_ Are all pages of the original and all four copies printed on only one side of the page?
- \_\_\_\_\_ Is an original of the agency certificate attached to the original termination of rulemaking package and a copy of the agency certificate attached to each of the four copies of the termination of rulemaking package?
- \_\_\_\_\_ Do you have two copies of the agency receipt?
- \_\_\_\_\_ Have you compiled your original and each copy as follows?
  - Agency certificate
  - Notice of Termination
  - Copy of original proposed rulemaking package





# CHECKLIST

## Final Rulemaking

*Use this checklist when preparing a final rulemaking package for submission to either the Governor's Regulatory Review Council or the Attorney General's Office which will send the rules package to the Secretary of State's Office after approval. You must also follow the checklist for G.R.R.C. or the A.G.; use the appropriate two checklists together.*

- \_\_\_\_\_ Is the first page of your package headed "NOTICE OF FINAL RULEMAKING" all in capital letters, centered on the line approximately 1 inch from the top of the page?
- \_\_\_\_\_ Does the Title in which these rules appear in the *Code* appear one double-space below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- \_\_\_\_\_ Does the Chapter in which these rules appear in the *Code* appear one double-space below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- \_\_\_\_\_ Does the word PREAMBLE appear one double-space below the Chapter, all in capital letters and centered on the line?
- \_\_\_\_\_ Does question #1 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns?
  - \_\_\_\_\_ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing?
    - \_\_\_\_\_ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
    - \_\_\_\_\_ Are the Sections on which rulemaking action is occurring listed in numerical order?
      - \_\_\_\_\_ Does each Section listed have only one rulemaking action in the second column?
      - \_\_\_\_\_ If more than one action is occurring on a Section, is the Section listed separately for each action?
      - \_\_\_\_\_ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- \_\_\_\_\_ Are questions #1 thru #14 listed in the correct order, with the correct language as specified in A.A.C. R1-1-601(E)?
- \_\_\_\_\_ Have you answered all the questions?
- \_\_\_\_\_ Does the text begin on the page following the last page of the Notice?
- \_\_\_\_\_ Does the text begin with a table of contents showing the Subchapters (if applicable), the Articles, the Parts (if applicable), and the Sections contained in this rulemaking?
  - \_\_\_\_\_ Are there Sections or Articles (or Subchapters or Parts, if applicable) listed on which no rulemaking action is occurring? Delete them.
  - \_\_\_\_\_ Do the appropriate Subchapters, Articles, and Parts appear in their proper location in the text?
  - \_\_\_\_\_ If you are amending language, does the language to be repealed have strike-outs and does the language being proposed for adoption have underlining?

- \_\_\_\_\_ If you are repealing entire Sections with no other action, does your text have strike-outs? If so, you may delete the strike-outs because they are not necessary when repealing is the only action.
- \_\_\_\_\_ If you are proposing new Sections with no other action, does your text have underlining? If so, you may delete the underlining because it is not necessary when you are only proposing entire new Sections.
- \_\_\_\_\_ If you are amending only a portion of a word, have you used strike-outs for the entire word and placed the new word beside the old and used underlining for the new word? Do not strike-out or underline partial words.
- \_\_\_\_\_ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- \_\_\_\_\_ Have you made one original and four copies of the package?
- \_\_\_\_\_ Are all pages of the original and all four copies printed on only one side of the page?
- \_\_\_\_\_ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to each of the four copies of the rulemaking package?
- \_\_\_\_\_ Do you have two copies of the agency receipt?
- \_\_\_\_\_ Does the original package and all four copies contain your Concise Explanatory Statement and your Economic, Small Business, and Consumer Impact Statement, each printed on only one side of the page? (Each of these documents should be individually paginated.)
- \_\_\_\_\_ Have you included one copy of any material you have incorporated by reference in these rules?
- \_\_\_\_\_ Have you included a computer disk?
  - \_\_\_\_\_ Have you attached a label to the disk?
  - \_\_\_\_\_ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- \_\_\_\_\_ Have you compiled your original and each copy as follows?
  - Agency certificate
  - Notice (including preamble)
  - Text of rules
  - Concise Explanatory Statement
  - Economic, Small Business, and Consumer Impact Statement
  - Incorporated by Reference material
  - Any other information to be filed with this final rulemaking package.

# CHECKLIST

## Summary Rules

*Use this checklist when preparing a summary rulemaking package for submission to the Secretary of State's Office.*

- \_\_\_\_\_ Is the first page of your package headed "NOTICE OF SUMMARY RULEMAKING" all in capital letters, centered on the line approximately 1 inch from the top of the page?
- \_\_\_\_\_ Does the Title in which these rules appear in the *Code* appear one double-space below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- \_\_\_\_\_ Does the Chapter in which these rules appear in the *Code* appear one double-space below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- \_\_\_\_\_ Does the word PREAMBLE appear one double-space below the Chapter, all in capital letters and centered on the line?
- \_\_\_\_\_ Does question #1 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns?
  - \_\_\_\_\_ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing?
    - \_\_\_\_\_ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
    - \_\_\_\_\_ Are the Sections on which rulemaking action is occurring listed in numerical order?
      - \_\_\_\_\_ Does each Section listed have only one rulemaking action in the second column?
      - \_\_\_\_\_ If more than one action is occurring on a Section, is the Section listed separately for each action?
      - \_\_\_\_\_ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- \_\_\_\_\_ Are questions #1 thru #13 listed in the correct order, with the correct language as specified in A.A.C. R1-1-801(B)?
- \_\_\_\_\_ Have you answered all the questions?
- \_\_\_\_\_ Does the text begin on the page following the last page of the Notice?
- \_\_\_\_\_ Does the text begin with a table of contents showing the Subchapters (if applicable), the Articles, the Parts (if applicable), and the Sections contained in this rulemaking?
  - \_\_\_\_\_ Are there Sections or Articles (or Subchapters or Parts, if applicable) listed on which no rulemaking action is occurring? Delete them.
  - \_\_\_\_\_ Do the appropriate Subchapters, Articles, and Parts appear in their proper location in the text?
  - \_\_\_\_\_ If you are amending language, does the language to be repealed have strike-outs and does the language being proposed for adoption have underlining?
  - \_\_\_\_\_ If you are repealing entire Sections with no other action, does your text have strike-outs? If so, you may delete the strike-outs because they are not necessary when repealing is the only action.

- \_\_\_\_\_ If you are proposing new Sections with no other action, does your text have underlining? If so, you may delete the underlining because it is not necessary when you are only proposing entire new Sections.
- \_\_\_\_\_ If you are amending only a portion of a word, have you used strike-outs for the entire word and placed the new word beside the old and used underlining for the new word? Do not strike-out or underline partial words.
- \_\_\_\_\_ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- \_\_\_\_\_ Have you made one original and four copies of the package?
- \_\_\_\_\_ Are all pages of the original and all four copies printed on only one side of the page?
- \_\_\_\_\_ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to each of the four copies of the rulemaking package?
- \_\_\_\_\_ Do you have two copies of the agency receipt?
- \_\_\_\_\_ Have you double-checked the dates for any hearings and oral proceedings so that you schedule them at least 30 days after publication of this Notice in the Register?
- \_\_\_\_\_ Have you included a computer disk?
  - \_\_\_\_\_ Have you attached a label to the disk?
  - \_\_\_\_\_ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- \_\_\_\_\_ Have you compiled your original and each copy as follows?
  - Agency certificate
  - Notice (including preamble)
  - Text of rules
  - Any other information to be filed with this proposed summary rulemaking package.

# CHECKLIST

## Adopted Summary Rulemaking

*Use this checklist when preparing an adopted summary rulemaking package. Use this checklist together with the checklist for submitting adopted summary rulemaking to G.R.R.C. who will then submit your adopted summary rulemaking package to the Secretary of State's Office.*

- \_\_\_\_\_ Is the first page of your package headed "NOTICE OF ADOPTED SUMMARY RULEMAKING" all in capital letters, centered on the line approximately 1 inch from the top of the page?
- \_\_\_\_\_ Does the Title in which these rules appear in the *Code* appear one double-space below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- \_\_\_\_\_ Does the Chapter in which these rules appear in the *Code* appear one double-space below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- \_\_\_\_\_ Does the word PREAMBLE appear one double-space below the Chapter, all in capital letters and centered on the line?
- \_\_\_\_\_ Does question #1 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns?
  - \_\_\_\_\_ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing?
    - \_\_\_\_\_ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
    - \_\_\_\_\_ Are the Sections on which rulemaking action is occurring listed in numerical order?
      - \_\_\_\_\_ Does each Section listed have only one rulemaking action in the second column?
      - \_\_\_\_\_ If more than one action is occurring on a Section, is the Section listed separately for each action?
      - \_\_\_\_\_ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- \_\_\_\_\_ Are questions #1 thru #13 listed in the correct order, with the correct language as specified in A.A.C. R1-1-801(D)?
- \_\_\_\_\_ Have you answered all the questions?
- \_\_\_\_\_ Does the text begin on the page following the last page of the Notice?
- \_\_\_\_\_ Does the text begin with a table of contents showing the Subchapters (if applicable), the Articles, the Parts (if applicable), and the Sections contained in this rulemaking?
  - \_\_\_\_\_ Are there Sections or Articles (or Subchapters or Parts, if applicable) listed on which no rulemaking action is occurring? Delete them.
  - \_\_\_\_\_ Do the appropriate Subchapters, Articles, and Parts appear in their proper location in the text?
  - \_\_\_\_\_ If you are amending language, does the language to be repealed have strike-outs and does the language being proposed for adoption have underlining?
  - \_\_\_\_\_ If you are repealing entire Sections with no other action, does your text have strike-outs? If so, you may delete the strike-outs because they are not necessary when repealing is the only action.

- \_\_\_\_\_ If you are proposing new Sections with no other action, does your text have underlining? If so, you may delete the underlining because it is not necessary when you are only proposing entire new Sections.
- \_\_\_\_\_ If you are amending only a portion of a word, have you used strike-outs for the entire word and placed the new word beside the old and used underlining for the new word? Do not strike-out or underline partial words.
- \_\_\_\_\_ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- \_\_\_\_\_ Have you made one original and four copies of the package?
- \_\_\_\_\_ Are all pages of the original and all four copies printed on only one side of the page?
- \_\_\_\_\_ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to each of the four copies of the rulemaking package?
- \_\_\_\_\_ Do you have two copies of the agency receipt?
- \_\_\_\_\_ Have you included a computer disk?
  - \_\_\_\_\_ Have you attached a label to the disk?
  - \_\_\_\_\_ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- \_\_\_\_\_ Have you compiled your original and each copy as follows?
  - Agency certificate
  - Notice (including preamble)
  - Text of rules
  - Concise Explanatory Statement (if applicable)
  - Economic, Small Business, and Consumer Impact Statement (if applicable)
  - Incorporated by Reference material
  - Any other information required to be filed with this adopted summary rulemaking package.

# CHECKLIST

## Final Exempt Rulemaking

*Use this checklist when preparing a final rulemaking package for submission to the Secretary of State's Office when your rules are exempted from the provisions of the Administrative Procedure Act.*

- \_\_\_\_\_ Is the first page of your package headed "NOTICE OF EXEMPT RULEMAKING" all in capital letters, centered on the line approximately 1 inch from the top of the page?
- \_\_\_\_\_ Does the Title in which these rules appear in the *Code* appear one double-space below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- \_\_\_\_\_ Does the Chapter in which these rules appear in the *Code* appear one double-space below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- \_\_\_\_\_ Does the word PREAMBLE appear one double-space below the Chapter, all in capital letters and centered on the line?
- \_\_\_\_\_ Does question #1 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns?
  - \_\_\_\_\_ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing?
    - \_\_\_\_\_ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
    - \_\_\_\_\_ Are the Sections on which rulemaking action is occurring listed in numerical order?
      - \_\_\_\_\_ Does each Section listed have only one rulemaking action in the second column?
      - \_\_\_\_\_ If more than one action is occurring on a Section, is the Section listed separately for each action?
      - \_\_\_\_\_ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- \_\_\_\_\_ Are questions #1 thru #14 listed in the correct order, with the correct language as specified in A.A.C. R1-1-901?
- \_\_\_\_\_ Have you answered all the questions?
- \_\_\_\_\_ Does the text begin on the page following the last page of the Notice?
- \_\_\_\_\_ Does the text begin with a table of contents showing the Subchapters (if applicable), the Articles, the Parts (if applicable), and the Sections contained in this rulemaking?
  - \_\_\_\_\_ Are there Sections or Articles (or Subchapters or Parts, if applicable) listed on which no rulemaking action is occurring? Delete them.
  - \_\_\_\_\_ Do the appropriate Subchapters, Articles, and Parts appear in their proper location in the text?
  - \_\_\_\_\_ If you are amending language, does the language to be repealed have strike-outs and does the language being proposed for adoption have underlining?
  - \_\_\_\_\_ If you are repealing entire Sections with no other action, does your text have strike-outs? If so, you may delete the strike-outs because they are not necessary when repealing is the only action.

- \_\_\_\_\_ If you are proposing new Sections with no other action, does your text have underlining? If so, you may delete the underlining because it is not necessary when you are only proposing entire new Sections.
- \_\_\_\_\_ If you are amending only a portion of a word, have you used strike-outs for the entire word and placed the new word beside the old and used underlining for the new word? Do not strike-out or underline partial words.
- \_\_\_\_\_ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- \_\_\_\_\_ Have you made one original and four copies of the package?
- \_\_\_\_\_ Are all pages of the original and all four copies printed on only one side of the page?
- \_\_\_\_\_ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to each of the four copies of the rulemaking package?
- \_\_\_\_\_ Do you have two copies of the agency receipt?
- \_\_\_\_\_ Does the original package and all four copies contain your Concise Explanatory Statement and your Economic, Small Business, and Consumer Impact Statement, each printed on only one side of the page? (Each of these documents should be individually paginated.)
- \_\_\_\_\_ Have you included one copy of any material you have incorporated by reference in these rules?
- \_\_\_\_\_ Have you included a computer disk?
  - \_\_\_\_\_ Have you attached a label to the disk?
  - \_\_\_\_\_ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- \_\_\_\_\_ Have you compiled your original and each copy as follows?
  - Agency certificate
  - Notice (including preamble)
  - Text of rules
  - Concise Explanatory Statement
  - Economic, Small Business, and Consumer Impact Statement
  - Incorporated by Reference material
  - Any other information to be filed with this final rulemaking package.



# CHECKLIST

## Emergency Rulemaking

*Use this checklist when preparing an emergency rulemaking package for submission to the Secretary of State's Office. Use this checklist together with the checklist for submission of materials to the Attorney General's Office found in the Agency Handbook.*

- \_\_\_\_\_ Is the first page of your package headed "NOTICE OF EMERGENCY RULEMAKING" all in capital letters, centered on the line approximately 1 inch from the top of the page?
- \_\_\_\_\_ Does the Title in which these rules appear in the *Code* appear one double-space below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- \_\_\_\_\_ Does the Chapter in which these rules appear in the *Code* appear one double-space below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
  - \_\_\_\_\_ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- \_\_\_\_\_ Does the word PREAMBLE appear one double-space below the Chapter, all in capital letters and centered on the line?
- \_\_\_\_\_ Does question #1 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns?
  - \_\_\_\_\_ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing?
    - \_\_\_\_\_ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
    - \_\_\_\_\_ Are the Sections on which rulemaking action is occurring listed in numerical order?
      - \_\_\_\_\_ Does each Section listed have only one rulemaking action in the second column?
      - \_\_\_\_\_ If more than one action is occurring on a Section, is the Section listed separately for each action?
      - \_\_\_\_\_ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- \_\_\_\_\_ Are questions #1 thru #1 listed in the correct order, with the correct language as specified in A.A.C. R1-1-701(A)?
- \_\_\_\_\_ Have you answered all the questions?
- \_\_\_\_\_ Does the text begin on the page following the last page of the Notice?
- \_\_\_\_\_ Does the text begin with a table of contents showing the Subchapters (if applicable), the Articles, the Parts (if applicable), and the Sections contained in this rulemaking?
  - \_\_\_\_\_ Are there Sections or Articles (or Subchapters or Parts, if applicable) listed on which no rulemaking action is occurring? Delete them.
  - \_\_\_\_\_ Do the appropriate Subchapters, Articles, and Parts appear in their proper location in the text?
  - \_\_\_\_\_ If you are amending language, does the language to be repealed have strike-outs and does the language being proposed for adoption have underlining?
  - \_\_\_\_\_ If you are repealing entire Sections with no other action, does your text have strike-outs? If so, you may delete the strike-outs because they are not necessary when repealing is the only action.

- \_\_\_\_\_ If you are proposing new Sections with no other action, does your text have underlining? If so, you may delete the underlining because it is not necessary when you are only proposing entire new Sections.
- \_\_\_\_\_ If you are amending only a portion of a word, have you used strike-outs for the entire word and placed the new word beside the old and used underlining for the new word? Do not strike-out or underline partial words.
- \_\_\_\_\_ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- \_\_\_\_\_ Have you made one original and four copies of the package?
- \_\_\_\_\_ Are all pages of the original and all four copies printed on only one side of the page?
- \_\_\_\_\_ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to each of the four copies of the rulemaking package?
- \_\_\_\_\_ Do you have two copies of the agency receipt?
- \_\_\_\_\_ Does the original package and all four copies contain your Concise Explanatory Statement and your Economic, Small Business, and Consumer Impact Statement, each printed on only one side of the page? (Each of these documents should be individually paginated.)
- \_\_\_\_\_ Have you included one copy of any material you have incorporated by reference in these rules?
- \_\_\_\_\_ Have you included a computer disk?
  - \_\_\_\_\_ Have you attached a label to the disk?
  - \_\_\_\_\_ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- \_\_\_\_\_ Have you compiled your original and each copy as follows?
  - Agency certificate
  - Notice (including preamble)
  - Text of rules
  - Concise Explanatory Statement
  - Economic, Small Business, and Consumer Impact Statement
  - Incorporated by Reference material
  - Any other information to be filed with this emergency rulemaking package.

# **CHECKLIST**

## **Other Notices Submitted for Publication**

*Use this checklist when preparing notices other than for rulemaking activity for submission to the Secretary of State's Office.*

- \_\_\_\_\_ Is the first page of your package headed with the appropriate Notice heading, all in capital letters, centered on the line approximately 1 inch from the top of the page?
- \_\_\_\_\_ For Notices of Rulemaking Docket Openings:
  - \_\_\_\_\_ Does the name of your agency appear one double-space under the Notice heading?
  - \_\_\_\_\_ Are all six questions as specified in R1-1-205 listed using the same language as specified in R1-1-205?
  - \_\_\_\_\_ Have you listed more than one Chapter on a single Notice of Rulemaking Docket Opening? If so, your Notice will not be accepted for publication.
  - \_\_\_\_\_ Is everything on the Notice double-spaced?
  - \_\_\_\_\_ Have you made one original and four copies of the Notice (unless you are submitting a computer disk)?
  - \_\_\_\_\_ Have you included a computer disk?
    - \_\_\_\_\_ Have you attached a label to the disk?
    - \_\_\_\_\_ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
  - \_\_\_\_\_ Have you submitted at least one paper copy with your computer disk?
  - \_\_\_\_\_ Are all pages of the original and all four copies printed on only one side of the page?
  - \_\_\_\_\_ Do you have two copies of the agency receipt?
  - \_\_\_\_\_ Have you double-checked the dates for any hearings and oral proceedings so that you schedule them at least 30 days after publication of this Notice in the Register?
- \_\_\_\_\_ For Notices of Formal Rulemaking Advisory Committees:
  - \_\_\_\_\_ Does the name of your agency appear one double-space under the Notice heading?
  - \_\_\_\_\_ Are all three questions as specified in R1-1-206 listed using the same language as specified in R1-1-206?
  - \_\_\_\_\_ Have you listed more than one committee on a single Notice of Rulemaking Advisory Committee? If so, your Notice will not be accepted for publication.
  - \_\_\_\_\_ Is everything on the Notice double-spaced?
  - \_\_\_\_\_ Have you made one original and four copies of the Notice (unless you are submitting a computer disk)?
  - \_\_\_\_\_ Have you included a computer disk?
    - \_\_\_\_\_ Have you attached a label to the disk?
    - \_\_\_\_\_ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
  - \_\_\_\_\_ Have you submitted at least one paper copy with your computer disk?
  - \_\_\_\_\_ Are all pages of the original and all four copies printed on only one side of the page?
  - \_\_\_\_\_ Do you have two copies of the agency receipt?

\_\_\_\_\_ For Notices of Proposed Delegation Agreement:

- \_\_\_\_\_ Does the name of your agency appear one double-space under the Notice heading?
- \_\_\_\_\_ Are all six questions as specified in R1-1-208(A) listed using the same language as specified in R1-1-208(A)?
- \_\_\_\_\_ Have you listed more than one delegation agreement on a single Notice of Proposed Delegation Agreement? If so, your Notice will not be accepted for publication.
- \_\_\_\_\_ Is everything on the Notice double-spaced?
- \_\_\_\_\_ Have you double-checked hearing dates to allow at least 30 days after publication of the Notice in the Register?
- \_\_\_\_\_ Have you made one original and four copies of the Notice (unless you are submitting a computer disk)?
- \_\_\_\_\_ Have you included a computer disk?
  - \_\_\_\_\_ Have you attached a label to the disk?
  - \_\_\_\_\_ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- \_\_\_\_\_ Have you submitted at least one paper copy with your computer disk?
- \_\_\_\_\_ Are all pages of the original and all four copies printed on only one side of the page?
- \_\_\_\_\_ Do you have two copies of the agency receipt?

\_\_\_\_\_ For Notices of Public Hearings on Proposed Rulemaking, Notices of Public Workshop on Proposed Rulemaking, Notices of Public Meeting on Open Rulemaking Docket, and Notices of Public Hearing on Proposed Delegation Agreement:

- \_\_\_\_\_ Does the name of your agency appear one double-space under the appropriate Notice heading?
- \_\_\_\_\_ Are all six questions as specified in the appropriate subsection of R1-1-209(B) listed using the same language as specified in R1-1-208(B)?
- \_\_\_\_\_ Is everything on the Notice double-spaced?
- \_\_\_\_\_ Have you double-checked hearing dates to allow at least 30 days after publication of the Notice in the Register?
- \_\_\_\_\_ Have you made one original and four copies of the Notice (unless you are submitting a computer disk)?
- \_\_\_\_\_ Have you included a computer disk?
  - \_\_\_\_\_ Have you attached a label to the disk?
  - \_\_\_\_\_ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- \_\_\_\_\_ Have you submitted at least one paper copy with your computer disk?
- \_\_\_\_\_ Are all pages of the original and all four copies printed on only one side of the page?
- \_\_\_\_\_ Do you have two copies of the agency receipt?

\_\_\_\_\_ For Notices of Agency Guidance Documents and Notices of Substantive Policy Statements:

- \_\_\_\_\_ Does the name of your agency appear one double-space under the appropriate Notice heading?
- \_\_\_\_\_ Are all six questions as specified in R1-1-210 listed using the same language as specified in R1-1-210?

- \_\_\_\_\_ Have you listed more than one agency guidance document or more than one substantive policy statement per Notice? If so, your Notices will not be accepted. Only one document or statement per Notice is allowed.
- \_\_\_\_\_ Is everything on the Notice double-spaced?
- \_\_\_\_\_ Have you made one original and four copies of the Notice (unless you are submitting a computer disk)?
- \_\_\_\_\_ Have you included a computer disk?
  - \_\_\_\_\_ Have you attached a label to the disk?
  - \_\_\_\_\_ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- \_\_\_\_\_ Have you submitted at least one paper copy with your computer disk?
- \_\_\_\_\_ Are all pages of the original and all copies printed on only one side of the page?
- \_\_\_\_\_ Do you have two copies of the agency receipt?
- \_\_\_\_\_ For County Notices pursuant to A.R.S. § 49-112:
  - \_\_\_\_\_ Does the name of your county appear one double-space under the appropriate Notice heading?
  - \_\_\_\_\_ Are all questions as specified on the handout sent to all counties listed using the same language as specified in those handouts?
  - \_\_\_\_\_ Is everything on the Notice double-spaced?
  - \_\_\_\_\_ Have you made one original and four copies of the Notice (unless you are submitting a computer disk)?
  - \_\_\_\_\_ Have you included a computer disk?
    - \_\_\_\_\_ Have you attached a label to the disk?
    - \_\_\_\_\_ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
  - \_\_\_\_\_ Have you submitted at least one paper copy with your computer disk?
  - \_\_\_\_\_ Are all pages of the original and all copies printed on only one side of the page?
  - \_\_\_\_\_ Do you have two copies of the agency receipt?